

ECF REMINDERS FOR REGISTERED USERS

Please take the time to review the following. IF YOUR ASSISTANT OR PARALEGAL IS DOING THE ACTUAL ELECTRONIC FILING, PLEASE MAKE SURE THEY HAVE A COPY OF THIS LIST.

Even though we have implemented a new version of CM/ECF (Version 3.), you will see very few changes in the way you file some of your documents.

YOU WILL NOTICE:

- New e-mail information for you account.
- A new initialization page.
- The Notice of Electronic Filing will indicate there is not a document attached if the event does not include a document.

YOU WILL HAVE THE ABILITY TO:

- File sealed documents after receiving leave of court.
- File *ex parte* motions.
- Search for documents without querying the docket sheet.

1. **Attachments and Exhibits:** DO NOT INCLUDE EXHIBITS OR ATTACHMENT WITHIN THE BODY OF YOUR MAIN DOCUMENT. Exhibits and attachments must be described and attached to your main document. Local Rule 7.2 governs which attachments and exhibits may be filed conventionally without leave of court.

– You may attach as many exhibits as necessary. We are recommending to people that you can combine exhibits in one attachment as long as you do two things: (1) describe the attachment, i.e, Exhibits 1, 2, 3, and 4; (2) that the size of each attachment is no larger than 3 megabytes. So you could conceivably have all of your exhibits in one attachment if they equal less than 3 mgs, just as long as you describe what the attachment contains.

– In the case of a complaint, you will need to attach the Civil Cover Sheet by itself and I would definitely attach the summons(es) in an attachment of its/their own.

– There is one exception to this rule: If your case is a Judge Ostby case, the exhibits must be attached individually. When you receive your case number from the Clerk's Office, you will know the judge assignment.

NOTE: For the convenience of the Judge and other parties, It is very important that you describe the exhibit or attachment when attaching it/them to your main document.

2. **Certificate of Service and Notice of Electronic Filing:**

- Certificates of Service must be included in all documents, even when filing electronically, if one or more parties is not an electronic registered user. As Local Rule 5.1(b) states, “as between registered users, transmission of the Notice of Electronic Filing (NEF) constitutes the service required by the Federal Rules of Civil Procedure, and a certificate of service is moot.”
- Thus, if all parties (counsel) are registered users, only the NEF is required.

3. **“Notice of Conventional Filing”:** In accordance with Local Rule 1.6(g), the Notice of Conventional Filing (located on the District’s website) must be submitted to the Clerk of Court with the document that you want to file conventionally.

4. **Consents to Proceed Before a U.S. Magistrate Judge:** You will receive the "Mailing of Consent to Proceed Before the U.S. Magistrate Judge" electronically. Your consent or objection shall not be filed electronically. It must be mailed or delivered to the Clerk's Office. The received forms will be kept in a sealed envelope in the vault until all consents are received. These forms are considered confidential and are not available to anyone.

5. **Signatures:** In accordance with Local Rule 11.1(b), signatures must conform with the electronic signature block, using "/s/ Attorney Name." It will not be considered a complete signature unless the typed name follows after the "/s/." This includes Certificates of Service.

Note: If you are signing "for" another attorney, you must use your own login and password to do so. When the system asks you to associate yourself to the case, you ignore it.

6. **Multiple Motions:** When filing multiple motions in one document, you must select all motions from the drop-down list during the initial filing process. If you hold down the [control] key and click on each motion, each motion will be filed properly. If you only click on one motion and then text in the other motions, each motion will not be dealt with as they should.

7. **Motions to Intervene:** These motions must be filed conventionally. The parties cannot be added until leave of court is granted.

8. **Answers and appearances in cases:** You must create the association between yourself and the party you represent, especially at the time of the first appearance by the attorney (either the answer or a 12(b)(6) motion to dismiss).

9. **Text Orders:** If you receive a Notice of Electronic Filing for a "Text Order," there will not be a document attached to it. The docket text of the Text Order NEF has the full force and effect of an actual order signed by the Judge.

10. **Proposed Documents:** According to L.R. 15.1, when a filer moves to file a pleading that requires leave of Court (like an amended complaint), the filer is to file the motion and the proposed sealed pleading as an **exhibit** to the motion, conventionally.

NOTE: If you are requesting leave to file a document under seal, you must file the motion and the document conventionally with a Notice of Conventional Filing.

11. **Case Numbers:** You should always use both Judges' initials (the Art. III and the Magistrate Judge) when the case is referred to a magistrate judge.

Note: A new procedure is being established that will require both judges' initials when a magistrate judge's name is drawn at case opening. After the parties have consented to the magistrate judge as the presiding judge, the Art. III judge's initials will be dropped from the case number.

12. **Transcript Request:** Ordering a NON-APPEAL transcript can be done by using "Other Filings," "Other Documents," and "Transcript Designation and Ordering Form." If you use any other event, the court reporter will not receive your request.